

**Respiratory Care Board  
of California**



# STRATEGIC PLAN

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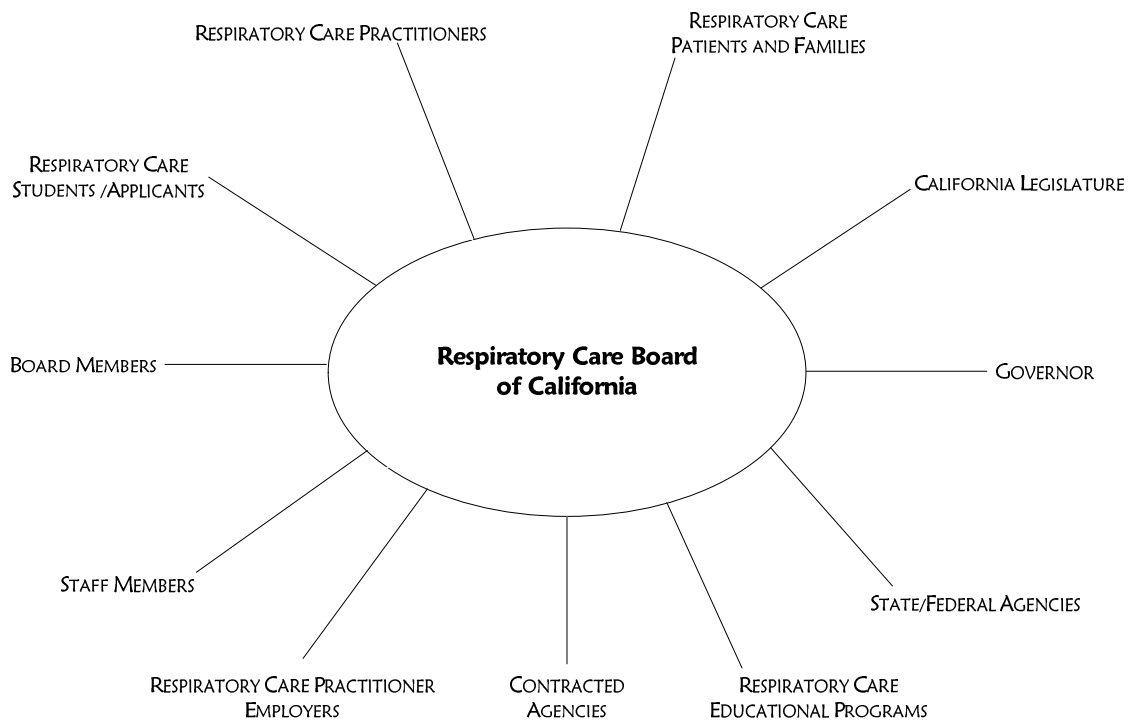
# MISSION

The Respiratory Care Board of California's mission is to protect and serve the consumer by enforcing the Respiratory Care Practice Act and its regulations, expanding the delivery and availability of services, and promoting the profession by increasing public awareness of respiratory care as a profession and supporting the development and education of all respiratory care practitioners.

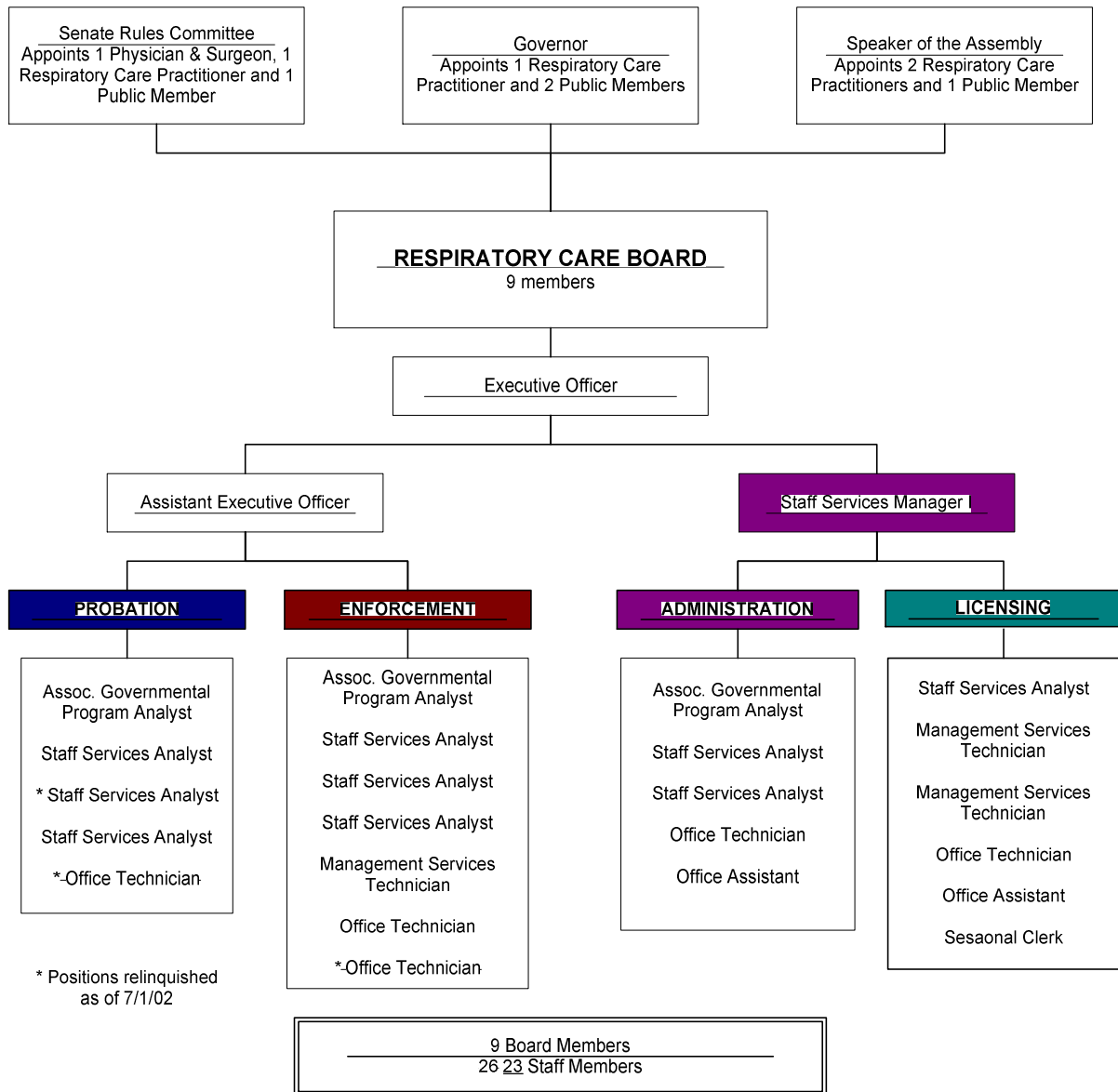
# VISION

The vision of the Respiratory Care Board of California is for all California consumers to be aware of the respiratory care profession and its licensing board, its mission and mandate, and that every person treated by a respiratory care practitioner in California receives the most competent and qualified care available in the world.

# STAKEHOLDERS



# ORGANIZATIONAL CHART



## STRATEGIC ISSUES

1. Protect consumer safety.
2. Increase the number of licensed respiratory care practitioners.
3. Raise awareness of the respiratory care field.
4. Ensure equitable and fair fee structure.

# ADMINISTRATION

## **ADMINISTRATION GOAL #1**

Procure a single database system for all exam, licensing, enforcement and probation records and similar functions.

### **Objective**

- A. To rely on one database to house all records.
- B. To simplify processes.
- C. To enhance consumer protection by cross referencing records with other licensing agencies.

### **Action Plan**

- I. Actively participate and support the development of the Department's PLEMS project (ongoing)
- II. Provide staff time to deliver input on the development as requested (ongoing)
- III. Provide staff to identify requirements for the design of the system (ongoing)

### **Performance Measure**

- a. Routinely provide the status of the PLEMS project and the Board's involvement.

# EDUCATION

## **EDUCATION GOAL #1**

Amend education requirements and review processes to coincide with National standards that will ensure competency while supporting reciprocity.

### **Objectives**

- A. Establish clear legislative and regulatory language that identifies the Board's education requirements.
- B. Establish the best mechanism to verify applicants meet the minimum education requirements.
- C. Eliminate the transcript review fee.

### **Action Plan**

- I. Clarify and determine whether an Associate Degree is required – 2/02
- II. Determine if education criteria established in regulation is appropriate – 2/02
- III. Review projected revenue without revenue generated from the transcript review fee and determine a plan to eliminate the fee – 2/02
- IV. Research California respiratory care program and schools' accreditation and the standards set by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), the Commission on Accreditation of Allied health Education Programs (CAAHEP), and the Committee on Accreditation for Respiratory Care (CoARC) – 2/02
- V. Determine if Board oversight of respiratory care programs is necessary – 2/02
- VI. Amend statute(s), as appropriate, to reflect the Board's education requirements, define an approved respiratory care program, repeal fees for approved programs as appropriate, repeal fee for transcript review – 1/03
- VII. Amend /repeal regulatory language, to reflect the Board's education criteria – 3/03
- VIII. Modify staff procedures in verifying education and/or programs as appropriate – 1/03

### **Performance Measures**

- a. Determine if the Respiratory Care Practice Act and related statutes and regulations carry out the Board's intended education requirements.
- b. Identify the process for verifying education requirements and program approval.
- c. Determine if the fee for transcript review was eliminated both in statute and in process.
- d. Compare and identify the number of RCPs licensed from out-of-state.

## **EDUCATION GOAL #2**

Aid consumers in having access to competent RCPs by removing educational requirement roadblocks to address California's RCP shortage and to allow otherwise competent applicants obtain licensure.

### **Objective**

- A. Increase the number of RCPs practicing in California.

### **Action Plan**

- I. Add a provision to the Respiratory Care Practice Act that gives the Board authority to waive its educational requirements for applicants that possess work experience or licensure in another state or previous licensure in California where the Board deems the applicant can competently practice respiratory care in the State of California – 1/03

### **Performance Measure**

- a. Identify the number of RCPs licensed where education requirements were waived.

## **EDUCATION GOAL #3**

Ensure California RCPs obtain quality continuing education.

### **Objectives**

- A. Implement a continuing education provider approval program.

### **Action Plan**

- I. Obtain AARC's criteria for CE course approval and providers and the monitoring system in place – 2/02
- II. Identify the legislative mandate and authority for the Board to pursue action to put a mechanism in place to monitor continuing education providers – 5/02
- III. Hold 2 CE provider hearings (Northern and Southern CA) to gather input – 11/02
- IV. Establish regulatory language as appropriate – 12/03

### **Performance Measure**

- a. Provide the status on implementing the CE provider approval program.

# PROFESSIONAL LICENSING

## **PROFESSIONAL LICENSING GOAL #1**

Ensure consumers have access to respiratory therapists, the most qualified trained professionals, in treating respiratory illnesses by ensuring health care payers reimburse for services provided by respiratory therapists.

### **Objectives**

- A. Gain recognition of respiratory care practitioners under benefits paid by governmental and non governmental insurance for services provided.

### **Action Plan**

- I. Gather positions papers from professional organizations supporting the use of respiratory care practitioners - 12/01
- II. Gather studies that compare costs of using respiratory therapists vs. another health professional in performing respiratory care treatments and education - 2/02
- III. Develop and maintain effective relationships with associations and other organizations actively pursuing recognition of RCPs - ongoing
- IV. Support and lobby for changes in legislation and regulations that will recognize respiratory therapists as a valuable component in reducing health care costs and providing the most qualified care and education for respiratory care illnesses - ongoing
- V. Meet with and enlist support from departments overseeing managed care and health plans or associations - ongoing

### **Performance Measure**

- a. Identify changes in reimbursements for respiratory care services.

## **PROFESSIONAL LICENSING GOAL #2**

Streamline and simplify the examination process for applicants and program directors.

### **Objectives**

- A. Establish one licensing examination provider.
- B. Ensure applicants are treated fairly.
- C. Ensure program directors are receiving needed data and reports to improve program quality and adhere to accreditation requirements.

### **Action Plan**

- I. Survey program directors for feedback on the providers – 12/02
- II. Survey applicants for their feedback on providers – 12/02
- III. Identify problems and concerns with existing providers – 1/03
- IV. Identify Board costs associated with providers – 2/03
- V. Request input from the California Society for Respiratory Care – 3/03
- VI. Appoint a task force of 5-7 program directors to study the problem and make recommendation if needed -3/03
- VII. Amend contract language as needed 10/03
- VIII. Amend statutory language as needed – 1/04



### **Performance Measures**

- a. Survey program directors and applicants as to the simplicity of the examination process.
- b. Identify any discrepancies between providers and applicants.
- c. Survey program directors to ensure they are receiving needed data and reports.
- d. Identify cost savings if any.

### **PROFESSIONAL LICENSING GOAL #3**

Ensure the practice of respiratory care as it relates to polysomnography, pulmonary function, and in cardiac catheter laboratories and homes provides safeguards for consumers and are being performed in accordance with California law.

### **Objectives**

- A. Identify the current trends of these practices as it relates to consumer protection.
- B. Determine if current trends provide safeguards for consumers.
- C. Determine if current trends are compliant with existing California law.
- D. Determine if the functions and skills of unlicensed personnel are safe for California consumers and whether or not regulation is necessary.
- E. Recognize specialty practices
- F. Propose resolutions as necessary.

### **Action Plan**

- I. Obtain the California Thoracic Society's guidelines related to these practices -7/02
- II. Hold round table meetings with experienced professionals, insurance payers, and consumers – 7/02 and ongoing
- III. Develop separate issue papers for each practice and present to the full Board for discussion – 3/03

### **Performance Measures**

- a. Ensure issue papers discuss each objective listed.

### **2002 Sunset Review Recommendation #2**

The Department and the Joint Committee support: a) the Board's effort to review the function and skill of currently unlicensed technicians and b) further study to determine the need for regulation of these technicians.

Comments: With an increasing reliance on home health care providers, in the homes of patients without supervision, it is possible that unqualified personnel are providing respiratory care services. Consumers who receive health care services in their homes are more vulnerable than those receiving care in a hospital setting and should be assured of quality, safe care by skilled providers.

# **ENFORCEMENT**

## **ENFORCEMENT GOAL #1**

Enforce the Respiratory Care Practice Act against persons unlicensed and unqualified to practice respiratory care.

### **Objectives**

- A. Establish the authority for the Board to cite and fine unlicensed and unqualified persons practicing respiratory care and implement accordingly.

### **Action Plan**

- I. Establish legislative authority – 1/03
- II. Establish cite and fine procedures through regulation – 10/03
- III. Create an implementation plan – 1/04
- IV. Provide notice to those facilities that may be employing unlicensed or unqualified personnel to perform respiratory care procedures or treatments - ongoing

### **Performance Measure**

- a. Identify the legislative authority, the regulatory procedures, and implementation date.

## **ENFORCEMENT GOAL #2**

Revise disciplinary guidelines and enforcement policies consistent with the Board's mission.

### **Objectives**

- A. Ensure proportional discipline for violation type.
- B. Ensure availability of monies for high priority complaints.
- C. Ensure consumer protection from unqualified and incompetent RCPs.
- D. Promote mandatory reporting requirements and consequences for failure to make a required report.

### **Action Plan**

- I. Circulate highlighted amended version of proposed disciplinary revisions -2/02
- II. Establish in-house review policies - 2/02
- III. Research the feasibility of establishing a toll free telephone line to not thwart consumer / employer complaints - 4/02
- IV. Amend regulations to revise disciplinary guidelines - 9/02
- V. Amend/adopt regulations to expand cite and fine program - 9/02
- VI. Establish cite and fine procedures - 10/02
- VII. Performing in-house investigations whenever possible – ongoing
- VIII. Discuss the need for a clinical competency examination – 7/03
- IX. Gain access to DMV's records database; explore possibility of running a check on all licensees annually - 7/03
- X. Discuss the Board's philosophy regarding consumer policy on when accusations are to be made to the public – 7/03

### **Performance Measures**

- a. Identify violation and discipline imposed.
- b. Identify expenditures before and after for complaints affected by the in-house review.

### **ENFORCEMENT GOAL #3**

Review and improve procedures and policies within the Probation Program to improve retention of qualified RCPs and reduce enforcement expenditures.

#### **Objectives**

- A. Improve retention of qualified RCPs.
- B. Develop standards for violation types and discipline imposed.
- C. Encourage employer participation.
- D. Reduce expenditures.

#### **Action Plan**

- I. Amend the Respiratory Care Practice Act to provide an alternative means to additional discipline for the sole failure to pay costs of probation and provide a provision for those currently on probation (with misdemeanor offenses) to petition early for termination of probation-1/03
- II. Assist [qualified] probationers in completing a petition to terminate probation. 1/03
- III. Explore alternative cost-effective means to conduct random drug testing including relocating a staff position to So. California to perform random testing- 7/03
- IV. Review terms and conditions and establish violations types and the level of severity for each type of violation - 7/03
- V. Increase communication w/ employers to improve monitoring effectiveness – 7/03.

#### **Performance Measure**

- a. Compare expenses as well as the number of probationers completing probation to previous years' data.

### **ENFORCEMENT GOAL #4**

Increase the collection of costs ordered for investigation, prosecution and probation monitoring.

#### **Objectives**

- A. Establish an automated billing and accounting system for cost recovery and probation monitoring costs.
- B. Increase costs recovered.
- C. Ability to easily identify status of costs.

#### **Action Plan**

- I. Complete a Feasibility Study Report and obtain approval from DOIT and DCA – 4/02
- II. Purchase software and provide staff training – 5/02
- III. Identify processes and functions -8/02
- IV. Design database – 10/02
- V. Test database – 11/02
- VI. Implement database – 12/02
- VII. Explore other alternatives to collecting outstanding costs – 12/03

#### **Performance Measures**

- a. Compare costs collected.
- b. Identify views available to identify the status of costs.

### **ENFORCEMENT GOAL #5**

Modify the application process to assist students with the licensure process and increase public protection.

#### **Objectives**

- A. Impress upon applicants the importance of refusing to indirectly or directly participate in illegal activities.
- B. Provide a mechanism for students to obtain an enforcement clearance prior to investing resources in a respiratory education program.

#### **Action Plan**

- I. Evaluate the application process and develop the most efficient method for accepting applications even prior to the enrollment in a respiratory care program – 12/03
- II. Amend legislative and/or regulatory language as needed -1/04
- III. Keep program directors involved in the process – 2003 and 2004

#### **Performance Measures**

- a. Identify the number of newly licensed RCPs that have criminal activity and compare to previous years' data.
- b. Determine the number of potential students that obtained an enforcement background check and were advised of possible licensure denial.

# OUTREACH

## **OUTREACH GOAL #1**

Increase the number of qualified and competent respiratory care practitioners in the State of California to address the RCP shortage.

### **Objectives**

- A. Raise awareness of the field of respiratory care and the opportunities available.
- B. Increase the number of active licensed respiratory care practitioner in the State of California.

### **Action Plan**

- I. Implement a campaign to inform high school students about a career in respiratory care – 5/02
- II. Develop a package in plain English that explains the field of respiratory care and the steps involved for licensure – 5/02
- III. Encourage program directors and members of the profession to volunteer in the campaign- 5/02 and ongoing
- IV. Attend career fairs – Implement 5/02 and ongoing
- V. Identify the estimated number of RCPs needed to meet future demands by conducting a study on the RCP shortage– 3/03
- VI. Explore the possibility of major television studios writing RCPs into their shows – 3/03
- VII. Explore the feasibility of establishing other monetary benefits for students entering the field – 12/02
- VIII. Explore the possibility of universities establishing 4-year respiratory care programs – 12/04

### **Performance Measures**

- a. Identify recruitment efforts.
- b. Compare the number of active licensed RCPs to previous years' data.

## **OUTREACH GOAL #2**

Improve communications with stakeholders.

### **Objectives**

- A. Raise awareness of issues facing the Board and the profession as appropriate.
- B. Promote recognition of laws and regulations.
- C. Establish a full-function website.
- D. Generate revenue through advertising to offset publication and other expenses.
- E. Identify RCP registries.

### **Action Plan**

- I. Review the need to change publication dates to achieve better turn around time from the Office of State Printing - 3/02
- II. Ensure staff have access to latest technology needed to produce quality products and reach intended audience - ongoing
- III. Publish and disseminate a newsletter that provides useful information and effective communication to licensed RCPs and applicants – 2/year
- IV. Publish scope of practice questions and responses in newsletter and on web page – Implement 2/02 and ongoing

- V. Explore the legalities and advantages to honoring a member of the RCP profession that have made improvements to the industry - 12/02
- VI. Provide employers with a poster highlighting legislative requirements and useful information – 6/02 and ongoing
- VII. Purchase and seek donations for promotional items for outside appearances - 6/02
- VIII. Review response to initial advertising and make modifications as appropriate – 12/02
- IX. Print laws and regulations handbooks - 3/03
- X. Explore the use of “renewal inserts” to communicate additional information – 7/03
- XI. Conduct town hall meetings to gather input from the public and the profession – 7/03
- XII. Implement a public awareness campaign – 7/03
- XIII. Identify other materials where advertising may be appropriate (i.e. web page, envelopes) - 12/03

### **Performance Measures**

- a. Identify revenue collected through newsletter advertisements.
- a. Survey (through renewal mailers) RCPs on level of communication with the Board.
- b. Identify actions taken to promote recognition of laws and regulations.

### **OUTREACH GOAL #3**

Establish and/or maintain effective relationships with the Governor, Legislature, Department of Consumer Affairs, other health care agencies, respiratory care program directors, employers and associations for training, information and advocacy purposes.

### **Objectives**

- A. Awareness of current issues affecting the Board and its interests.
- B. Promote the Board’s interest in effectuating its mandate.

### **Action Plan**

- I. Discuss the need for an inter-board committee to promote relations – 12/02
- II. Attend Department quarterly meetings and other meetings as appropriate - ongoing
- III. Attend other health care governing boards meetings as appropriate - ongoing
- IV. Ensure the Board is on the mailing lists of other health care boards and departments – 12/02
- V. Explore avenues for the appointment or election of Board members to the CSRC, AARC, and other and other recognized professional organizations -12/03
- VI. Review Websites periodically for new information - monthly
- VII. Provide a direct line of communication to/from the Executive Office - ongoing
- VIII. Attend meetings of professional associations or affiliates, where appropriate, to provide for constructive communication on issues related to consumer protection - ongoing
- IX. Develop a mechanism for sending a general update to program directors, the CSRC and managers (M.A.R.S.) – 12/02

### **Performance Measure**

- a. Survey the Board for self-evaluation of promoting and maintaining awareness of issues related to the respiratory care profession and any action taken by the Board.